STARS
Student Tracking and Reporting System

Attendance Intervention
User Guide
eSIS Version 11.1
Version 1

Updated on:
08/20/2009

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Overview

Attendance Counselors or Designees will generate Attendance Intervention Letters for students with 3*, 5, 10 or 15 more unexcused absences on a daily basis. These letters will then create records in the Student Absences Interventions Detail screen where detailed notes can be added to the record documenting the interventions.

Objectives

Upon completion of this session, participants should be able to:
- Generate, review and print Attendance Intervention Letters
- Review a specified student's attendance interventions
- Document student intervention status in the Student Absences Interventions Detail
- Reprint letters generated and sent previously
- Add intervention notes for a specified student
- Print a Student Attendance Intervention Summary Report
- Tell the system to ignore a specified previously sent attendance intervention letter following a change to a student's attendance record

*Note: 3 Day intervention letters are for ES, EC, and MS only.

Attendance Intervention Letter Generation

1) To generate Attendance Intervention Letters, click on
   School>Attendance Intervention>Generate Letters.
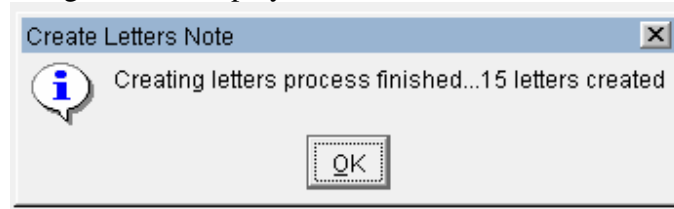2) The Generate Attendance Intervention Letters screen will be displayed.
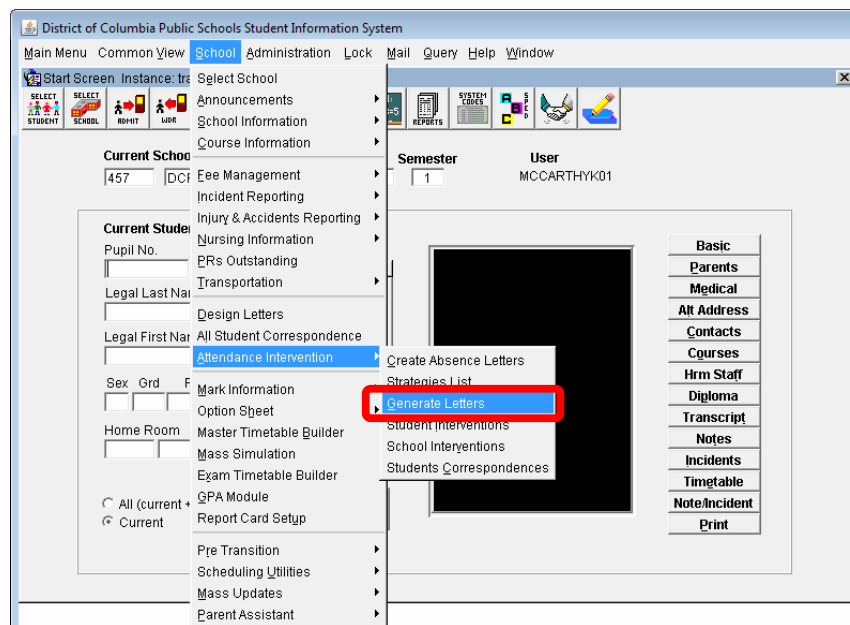
3) The **Generate Absence Intervention Letters** screen displays the date range for which letters will be generated. The dates are automatically set to run from the first day of school to the current date. The **From** date should never be updated, and updating it will cause duplicate letters to be created. The **To** date automatically is set to the current date, and is not usually changed, either, since Attendance Intervention Letters are to be generated on a daily basis.

Remember: NEVER change the 'From:' date. This will cause the letters to be duplicated.

4) To generate the list of letters, click **Create Letter File**. The system will check every student's attendance within the date range specified and generate a list of letters based on the thresholds established. This process will take a few minutes. When it has completed, the following message will be displayed:

5) Click **OK** on the **Create Letters Note** dialog box to acknowledge. You will be returned to the **Generate Absence Intervention Letters** screen.

6) To display the letters generated, click the **Print Letters** button. An Adobe Acrobat file containing the letters will be displayed for your review. Review the letters carefully for accuracy before printing.

7) If the letters contain information that needs to be corrected, close the Acrobat file and click on **No** on the **Print Letters** dialog box, make the necessary corrections, and start the process over. Selecting **No** invalidates the run and the letters will not get recorded to the student's intervention screen as being sent.

Remember: **DO NOT** click on *Yes* on the *Print Letters* dialog box unless every letter that has been generated is correct. After you click *Yes*, all students for whom letters have been generated will have their attendance intervention record updated, and the notations cannot be removed. **If there are errors in any of the letters**, you must click *No*, correct the attendance issue or other issue in DC STARS that is causing the error, and after the corrections are made, begin the process of attendance letter generation again.

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8) If the letters are ready for printing, use either the printer icon on the Acrobat toolbar to send the letters to the printer, or select *File>Print* from the windows menu. After printing, click **Yes** on the **Print Letters** dialog box; clicking **Yes** here will create a record on the student's intervention screen and record the current date as the date the letters were sent.
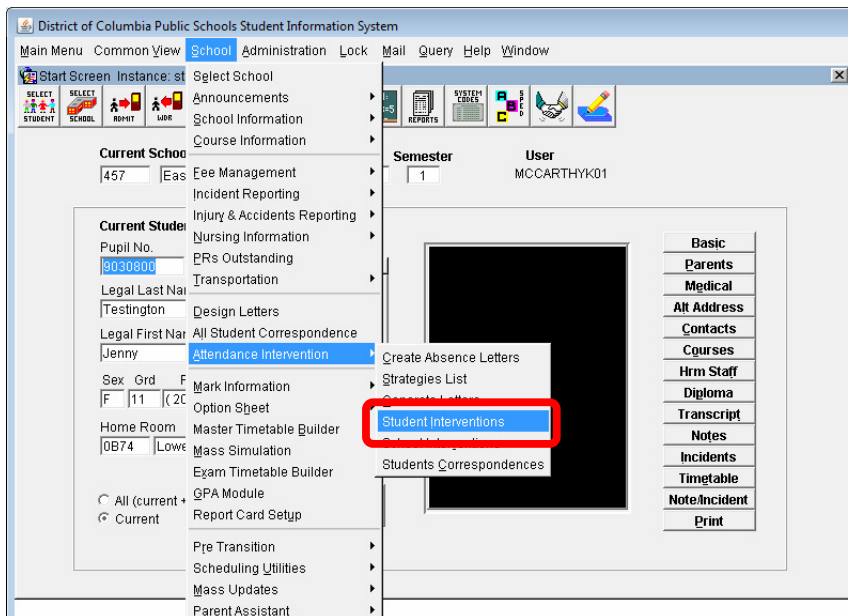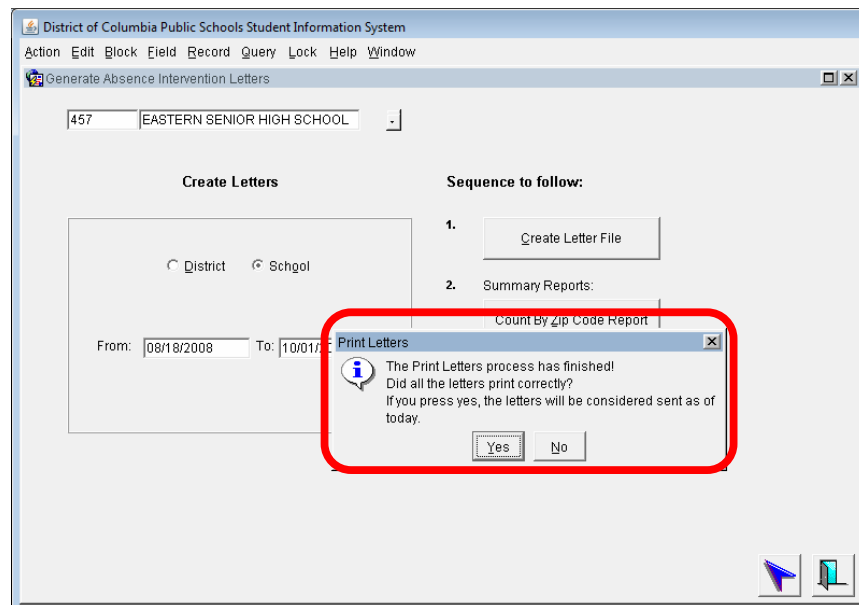

9) When 'Yes' is clicked, a window will appear and confirm that the letter entries are now updated to the student's intervention screen. Click OK to continue.
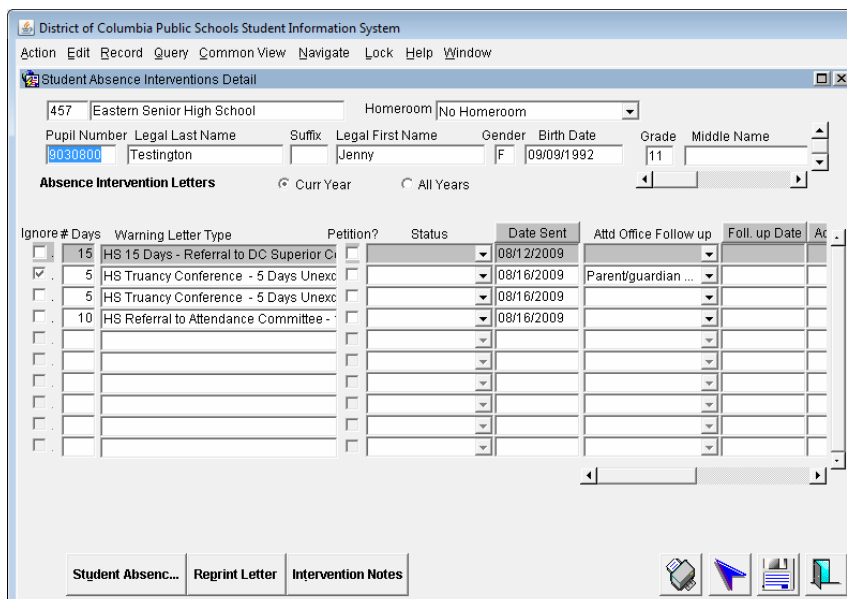
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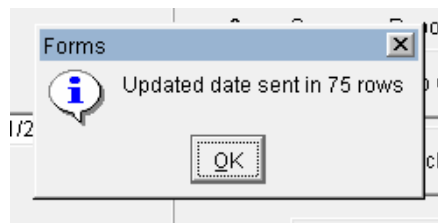
Student Intervention Details

10) To review a student's attendance interactions, query the student on the Current Student Selected screen, then go to *School>Attendance Intervention>Student Interventions*.

11) Every letter that has been generated for that student is listed here.

    a. The **Date Sent** is populated with the date the letter was generated.

b. Update the status of the student's absence intervention by indicating whether the matter is **Closed** or **In Progress**.

c. To display all the absences that a student has this school year, click the **Student Absences** button.

d. To reprint a letter sent previously, highlight one of the letters on this screen, click the **Reprint Letter** button. The letter will regenerate without creating another record on this screen.

e. To add follow up notes, highlight the letter you want to add the note to, and click on the **Intervention Notes** button.

f. To produce a report version of this screen, a **Student Attendance Intervention Summary Report**, click on the **Print** (printer icon) button.

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Student Absence Interventions Summary Report

Eastern Senior High School		School Year: 2008/2009			13 Aug 2009 03:22 PM

Pupil Number 9030800   Pupil Name Testington, Jenny

Letter	IL	Grade	Hrm	Teacher Name	Date Sent	Follow-up	Follow-up Dat
HS 15 Days - Referral to DC Superior C	N	11	0B74		*************		
Notes							

Letter	IL	Grade	Hrm	Teacher Name	Date Sent	Follow-up	Follow-up Dat
HS 5 Days - Truancy Conference	Y	11	0B74		*************	Parent/guardian confe	
Notes							

The letter was ignored because attedance was corrected, she was at the doctors.

Letter	IL	Grade	Hrm	Teacher Name	Date Sent	Follow-up	Follow-up Dat
HS 5 Days - Truancy Conference	N	11	0B74		*************		
Notes							

Letter	IL	Grade	Hrm	Teacher Name	Date Sent	Follow-up	Follow-up Dat
HS 10 Days - Referral to Attendance C	N	11	0B74		*************		
Notes							

g. To have the system ignore specified previous letters in determining when to generate a letter in future (when, for example, an absence originally entered as unexcused was later excused), click on the **Ignore** checkbox next to the letter in question.
For example, let's say we clicked the **Ignore** check box for a "HS 5 Days Truancy Conference" letter, because 2 days were made excused. When the student is absent for a total of 5 days again, he/she will get another "HS 5 Days Truancy Conference" letter.
If **Ignore** is not checked when the attendance is corrected; the system will not produce another letter for this student until he/she reaches the 10 day threshold.

Please note that an Attendance Intervention Letter cannot be removed from the system. The only way to make it "not count" is to click the Ignore check box.
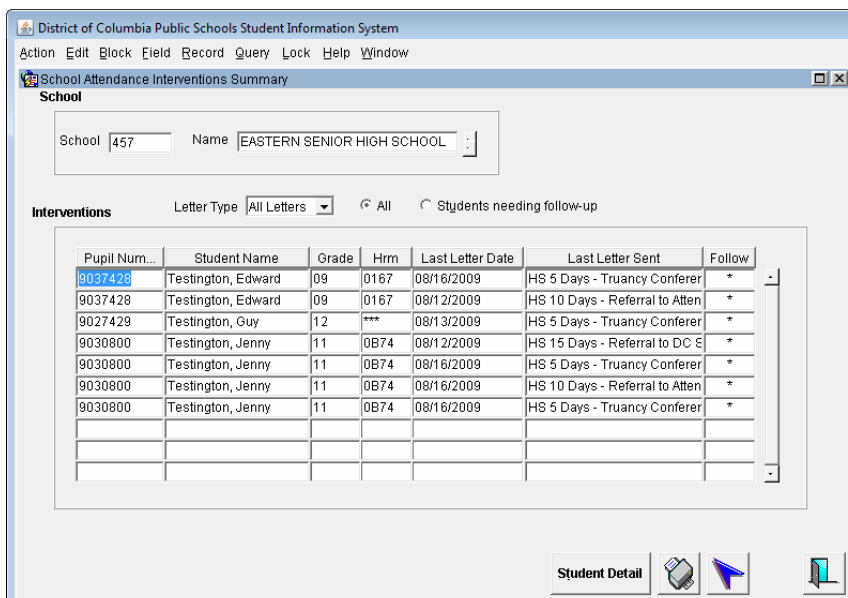
h.   If a student has had any unexcused absences corrected in the system to excused or authorized absences, it is recommended that you come to this screen (**Student Absence Interventions Detail**) and reprint the last letter for the student. If any of the corrected absence dates appear on this letter, click **Ignore** so that a proper letter will be run when the students reaches that threshold again.

School Intervention Details

12) Display a summary of the school's attendance interventions by selecting *School>Attendance Intervention> School Interventions*.
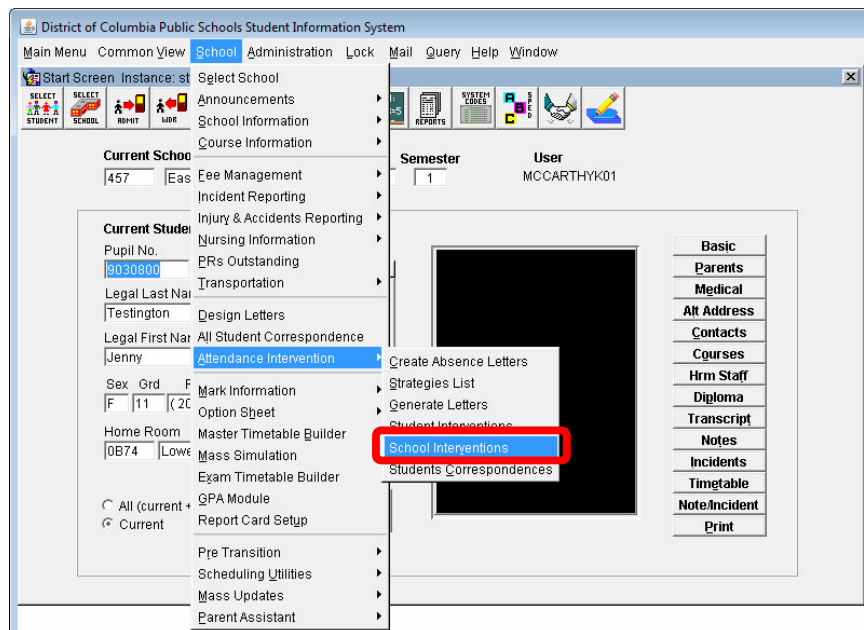
13) A complete list of attendance intervention letters generated for your school will be displayed.

a. Sort the list of generated letters by type by selecting a type from the drop down box labeled **Letter Type**.

b. Display the **Student Absences Interventions Detail** screen for a specified student by highlighting the student on this screen and then clicking on the **Student Detail** button.

School Interventions Detail Summary Report

    c. To generate a printed version of what is shown on the **School Attendance Interventions Summary** screen, click the **Print** button (printer icon).

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		School Attendance Interventions Summary Report			
Eastern Senior High School		School Year: 2008/2009			13 Aug 2009 03:38 PM

* Needs Follow-up   Grade: 11

	Number	Pupil Name	Phone	Parent	Date Sent	Letter
*	9030800	Testington, Jenny	(202)547-1995	Testington, Brock	16-AUG-09	HS 5 Days - Truancy Conference
*	9030800	Testington, Jenny	(202)547-1995	Testington, Brock	16-AUG-09	HS 5 Days - Truancy Conference
*	9030800	Testington, Jenny	(202)547-1995	Testington, Brock	16-AUG-09	HS 10 Days - Referral to Attendance Committee
*	9030800	Testington, Jenny	(202)547-1995	Testington, Brock	12-AUG-09	HS 15 Days - Referral to DC Superior Court